

DHHS SMALL BUSINESS SET ASIDE REVIEW FORM

HHS FORM 653 (Rev. October 1999)

SMALL BUSINESS REVIEW FORM INSTRUCTIONS

<p>REQUIREMENT INFORMATION ITEMS 1-7</p> <p>(1) Enter the solicitation number/type of contract.</p> <p>(2) Enter the total estimated dollar value of the contract, including all options. Break out options, if applicable.</p> <p>(3) Enter the date for the period of performance.</p> <p>(4) Enter the item/service description or project title.</p> <p>(5) Enter the appropriate four-digit Standard Industrial Classification (SIC) Code. Based on the assigned SIC Code, enter either the applicable Number Of Employees or Average Annual Receipts threshold associated with the SIC Code.</p> <p>(6) SBO enters the date the requisition was received for processing and inserts control number, if applicable.</p> <p>(7) Enter Contract Officer/Specialist Name, building, room, telephone, fax number and e-mail.</p> <p>HISTORY AND EFFORTS ITEMS 8 – 9</p> <p>(8) Check box for "NEW REQUIREMENT" if this is a first time acquisition for products/services. Check box for "RECOMPETITION" if this is a recompetition of an acquisition, and enter history. Check box for "SIMILAR REQUIREMENT" if this is an acquisition where the technical requirements and scope are similar, and enter history.</p>	<p>(9) Check the appropriate box(es) indicating all of the resources used to identify potential sources that support the acquisition method recommended in items 10 and 11.</p> <p>RECOMMENDATIONS ITEMS 10-12</p> <p>(10) CO/CS - Check the appropriate box(es) indicating the acquisition method determined.</p> <p>(11) If no box is checked in Item 10 check appropriate box for reason(s) why a Small Business Set-Aside, 8(a) offering or HUBZones Set-Aside was not initiated.</p> <p>(12) CO/CS - Check yes or no where other considerations apply.</p> <p>SIGNATURES ITEMS 13 - 15</p> <p>(13) The CO will make a determination, sign and date.</p> <p>(14) The SBS will sign and date this block and indicate concurrence or nonconcurrence with the method of acquisition determined by the CO. If the SBS doesn't concur, the SBS will recommend another method of acquisition and forward supporting documentation to CO.</p> <p>(15) The SBA/PCR, if assigned to agency, will sign and date this block indicating concurrence or nonconcurrence with the method of acquisition determined by the CO. If the SBA/PCR doesn't concur, the SBA/PCR will recommend another method of acquisition or will initiate the SBA SF70 appeal process and forward supporting documentation to the CO.</p>
--	---

NOTE:

In order to conduct a comprehensive review of each acquisition, at a minimum, the documentation forwarded by the CO/CS should include:

1. The statement of work, including evaluation criteria and the government cost estimate.
2. Documentation reflecting market research/survey efforts, including source list(s) identifying the size and type of firms.
3. A copy of any justification for other than 8(a), HUBZone or small business consideration that might be applicable to the subject RFC.